

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 17/2014
OPENING DATE: 05/13/2014
CLOSING DATE: 06/03/2014
POSITION TITLE: Project Management Specialist (Public Health), FSN-11
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics, Almaty, Kazakhstan

MAJOR DUTIES: Under the immediate supervision of Health and Education Office Director (HEO) or his/her designee, the incumbent serves as an expert for health technical areas (infectious diseases, TB and HIV), and public health advisor to country offices and partners in the implementation, monitoring and evaluation of all activities in these technical areas: 1) leads programmatic and technical support for all USAID/CAR projects and activities that address health technical areas, with emphasis on TB and HIV programming; 2) serves as a COR/AOR or Activity Manager for assigned USAID-funded health projects; 3) provides guidance and direction to implementing partners on management and implementation of health technical areas and makes management decisions regarding these activities based on technical expertise; 4) monitors the projects budget expenditures and program implementation; researches host countries (CAR and Kyrgyz Republic) developments and changes that could affect the programs, analyses information gathered and recommends actions as necessary; 5) responsible for managing close-out activities for projects; 6) responsible for monitoring and evaluation (M&E) of all USAID public health sector program activities in the region and provides guidance on strategic planning, program management and implementation in accordance with USAID M&E requirements; 7) researches State of the Art technology and information on health systems reform and quality improvement worldwide and conducts regular workshops to provide updated technical information to USAID Regional Health Team and partners; 8) monitors public health sector activities and coordinates efforts with other donors via regular meetings; 9) composes high-quality, concise reports and briefing materials about the assigned activities; makes presentations and serves as spokesperson as required on matters within technical expertise; 10) prepares background summaries and presents briefings for VIP visitors, participates in making arrangements for visits; 11) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** Completion of Medical University (Medical Doctor) or Master of Public Health degree or host country equivalent degree in medicine, nursing, public health, epidemiology, health policy, behavioral or social science. Minimum eight years of mid-to senior level public health experience which demonstrates increasing responsibility for managing, coordinating, and guiding significant analytical and program efforts. Advanced educational preparation may be substituted for an equivalent portion of the work experience. Minimum two years of project/program management experience involving management of financial resources, program development and implementation planning, analyzing of progress, and determination of potential problems and solutions. A thorough knowledge and understanding of the Central Asia political, economic and social sphere, especially the health sector structure, national health care preferences and health workers' mentality. Expert knowledge of medicine, public health, international best practices, evidence-based medicine, different types of medical training; overall structure and functions of the health system. Strong knowledge of monitoring and evaluation principles and methodology and analytical skills in interpretation of program monitoring and evaluation data.

- **Teamwork/Interpersonal and Communication Skills (30%):** Strong oral and written communication skills to develop and maintain effective, sustainable, working relationships with national and international partners. Ability to independently establish and maintain contacts with senior level Ministerial officials of the host governments and with important persons in the non-governmental arena; must have excellent interpersonal skills.

- **Language Skills (10%):** Fluent (Level IV) English and Russian (strong written and oral proficiency). Good working knowledge (Level III) of Kazakh language. Language skills in other Central Asian republics' languages are desirable.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Tuesday, June 3, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.